

Department of Economics Workload Policy
(January 2022; Amended February 2022, May 2022)

Academic Workload Policy – Department of Economics

I. OVERVIEW

The Department of Economics recognizes all three elements of a bargaining unit member's work to be teaching, scholarship, and service. Each of these categories are described below:

Teaching

Teaching is understood to include all Activities associated with the instruction of students. Teaching duties extend outside of the classroom and include, but are not limited to: instruction in courses with assigned credit hours and instructional assignments, such as thesis, dissertation, seminar, and special problems supervision; course preparation including syllabus preparation/revision, group or individual office hours, curriculum development, evaluation of student learning objectives, grading, mentoring of students, writing letters of recommendation, or assessment of departmental and state-wide learning objectives.

Scholarship

This is understood to include any work carried out and documented by bargaining unit members to produce and disseminate new knowledge or creative works. Consistent with the Faculty Handbook ([B1.1.2](#)) this is equivalent to the term Scholarly Work, which is comprised of scholarship, research, or creative work. This can include, but may not be limited to, any effort founded on the expertise and training of the bargaining unit member, and examples of this production and dissemination include: laboratory or archival based research; community-based scholarship; pedagogical research; publication; development and sharing of creative works, both artistic and literary; exhibitions; grant writing and principal investigator, co-principle investigator, or investigator duties; mentoring of research students; or conference presentations/panels.

Service

Service is understood to include any activity performed by the member that does not fall into the definitions of teaching and scholarship, and whose completion is oriented towards supporting the full and effective functioning of the department, institution, or academic discipline or academic community more broadly, as well as effort to serve the public and broader community beyond the academy. These activities include, but are not limited to: participation in shared governance; participation in department-, campus- and system-wide committees; advising of students; provision of mentoring of students and colleagues; participation in Masters or PhD committees; participation in branch campus faculty assembly meetings; participation in departmental meetings; participation in graduation ceremonies; participation in recruitment activities for students; participation in recruiting and hiring activities for faculty and staff; participation in tenure and promotion panels;

advising or providing expertise to UNM initiatives; community, regional, national, or global service engagements; activity in national and international societies in the academic field of the member; organization of conferences; peer review of scholarly works; acting as a journal editor; jurist for creative works exhibition; and organization or participation in community outreach events.

II. Workload Norms (by title and rank)

Lecturer (I, II, or III)

Teaching Four courses per semester or eight courses per academic year with the majority of courses taught in the department. Courses taught, without additional compensation, during the winter and summer sessions count.

Scholarship No scholarship is expected.

Service One department committee assignment per academic year.

Senior Lecturer (I, II, or III)

Teaching Four courses per semester or eight courses per academic year with the majority of courses taught in the department. Courses taught, without additional compensation, during the winter and summer sessions count.

Scholarship No scholarship is expected.

Service Some administrative duties equivalent to the workload of one course per semester or two courses per academic year. At least one department committee assignments per academic year, including at least one involving undergraduate curriculum.

Principal Lecturer (I, II, or III)

Teaching Four courses per semester or eight courses per academic year with the majority of courses taught in the department. Courses taught, without additional compensation, during the winter and summer sessions count.

Scholarship No scholarship is expected.

Service Some administrative duties equivalent to the workload of one course per semester or two courses per academic year. At least two department committee assignments per academic year, including at least one involving undergraduate curriculum.

Assistant Professor

Teaching Two courses per semester or four courses per academic year, not including winter intersession and summer, with the majority of courses taught in the department. Serving on at least one graduate student committee each year. New course preps will substitute for one course for a first-year assistant professor. There is no graduate committee service component for the first year.

Scholarship The equivalent of two scholarly works, defined as papers accepted or submitted or grants submitted or active per year in accordance with the department's published performance expectations policy.

Service Serving on two standing or ad hoc departmental committees per academic year.

Associate Professor

Teaching Two courses per semester or four courses per academic year, not including winter intersession and summer, with the majority of courses taught in the department. Serving as the primary advisor for at least one graduate student.

Scholarship The equivalent of two scholarly works, defined as papers accepted or submitted or grants with graduate student support, submitted or active, per year in accordance with the department's published performance expectations policy.

Service Serving on at least two standing or ad hoc departmental committees per academic year.

Professor

Teaching Two courses per semester or four courses per academic year, not including winter intersession and summer, with the majority of courses taught in the department. Serving as the primary advisor for the equivalent of one dissertation committee.

Scholarship The equivalent of two scholarly works, defined as papers accepted or submitted, or grants with graduate student support, submitted or active, per year in accordance with the department's published performance expectations policy.

Service Serving on at least two standing or ad hoc departmental committees per academic year. Service on at least one college, university, community, or professional committee.

Research Professor

Teaching No teaching is expected.

Scholarship 100% of effort is assigned to the research product, defined by the scope of the individual project.

Service No service is expected.

III. Mitigating (Modifying) Factors

A. Course releases

Faculty performing the following intensive administrative duties will receive course releases according to the following schedule. Partial course releases can be accumulated and converted to full course release in a semester negotiated with the unit chair or director.

- a) Graduate Committee Chair - 1.0 course per academic year
- b) Undergraduate Committee Chair - 1.0 course per academic year

B. Other factors

Mitigating factors may affect a faculty member's expectations of their teaching, scholarly work, or service responsibilities, per CBA Article 13, Section G. These include but are not limited to individual faculty or departmental needs and standards, external grant course buyouts, or significant external service. Course buyouts follow College guidelines and rules. Other factors above and ones not included, will be considered on a case-by-case basis, if a faculty member makes a request. The faculty member, chair and personnel committee will negotiate course release credit, based on the level of effort required.

IV. Overload Compensation

In alignment with the CBA Article 13 and relevant University policies, a faculty member teaching more than the normal workload for that rank will be considered teaching an overload.

Teaching overloads will be compensated at the TPT rate per course.

Overload compensation will be paid from unit funds and will not be provided by the College directly or through the TPT allocations, unless approved by the Dean. If the unit cannot offer pecuniary compensation, the faculty member may be compensated in-kind by adjusting workload as specified in the treatment of mitigating factors.

V. Special Administrative Components (SAC)

The Special Administrative Component (SAC) policy of the College of Arts and Sciences is incorporated into this workload policy. All SACs paid to faculty by the unit will be consistent with the College SAC policy for Category B appointments. Category B SACs are paid out of unit funds and will not be provided by the College. If the unit cannot offer pecuniary compensation, the faculty member may be compensated in-kind by adjusting workload as specified in the treatment of mitigating factors.

VI. Annual Review of Workload Expectations

Each year, in the spring semester and before May 1, the department chair and personnel committee will undertake a review of each bargaining unit member's workload expectations in accordance with the parameters set out in this policy. The review will include a system of accounting for work done during the academic year.

The annual workload review has two components:

- a) review of work done consistent with the previous year's expectations established in the previous review, and
- b) review the current expectations and establish revised expectations for the next review cycle.

An accounting of total workload will sum to 100 points, annually. Each bargaining unit member will, by agreement with the chair and in accordance with this policy, allocate their workload, based on rank norms and applicable modifying factors, to sum to 100 points. Points are recognized to reflect all dimensions of workload and may vary from the traditional allocation of 40/40/20 assigned to teaching/scholarship/service of tenured and tenure-track faculty, which would be consistent with the "norms" described above. As discussed in the following paragraph, a faculty member can adjust their workload, in consultation with and approval of the chair and the personnel committee. Approval of workload adjustments are contingent upon the department being able to deliver the required curriculum.

The department recognizes faculty member's interests and focus can change over time, which may be reflected in flexibility in the distribution of workload between teaching, scholarship, and service. It is during the annual workload review that each faculty member can express a desire to alter the distribution of workload across these categories within reason. As examples, teaching may be reduced for one or two semesters with a corresponding increase in scholarly workload, however this cannot persist beyond two semesters without the personnel committee's recommendation and the department's approval. Similarly, a faculty member may wish to substitute more teaching for less scholarship, however any teaching above the norm established in section II will not be considered a teaching overload.

In the spirit of transparency and accountability, the workload expectations accounting for each bargaining unit member will be made available to any bargaining unit member in the department each year upon request.

VII. Workload Policy Review

The workload policy will be reviewed and revised as necessary with a departmental action plan for an academic program review. Otherwise, the workload policy will be reviewed and revised as needed every three years.

VIII. Concluding Remarks

Bargaining unit members should be aware that as this workload policy is established as required by Article 13 of the Unit 1 CBA, any part of this policy is grievable under Article 17 of the CBA.

Dean Approved: 05/05/2022

Provost Approved: 05/10/2022

To Be Reviewed: 2023